



Bellevue Planning Commission

April 9, 2025

PLANNING COMMISSION STAFF REPORT ITEM

SUBJECT

Written Communication Procedures

STAFF CONTACT

Kate Nesse, Planning Commission Liaison, 452-2042
Community Development Department

BACKGROUND

At the February 26 Planning Commission meeting, there was a question about possible procedures to receive written communications, emails in particular, to Planning Commissioners in a timely manner. Up to March 12, Planning Commissioners received all emails that have been sent to PlanningCommission@BellevueWA.gov between the publishing of the packet up to noon the Wednesday before the meeting together with their agenda materials (usually the Wednesday the week before the meeting at about 5 p.m. or the next day, on the Thursday morning the week before the meeting). Again, on the day of the meeting, Planning Commissioners would receive all emails that came in between the publishing of the agenda packet and 11:00 am on the day of the meeting.

At the March 12 Planning Commission meeting, Staff Liaison Kate Nesse said she would forward emails as they arrive in the Planning Commission inbox. This procedure was done on a trial basis. The procedures used for the past two meetings are detailed below in the calendar. Since the March 26 meeting was cancelled, staff has continued to follow the procedure of forwarding emails as they come into the Planning Commission inbox.

	Mon	Tue	Wed	Thu	Fri	S/S
FEBRUARY	17	18	19 · 2/26 Agenda Packet published · Emails from 2/5 to 2/19 included in Agenda Packet	20	21	22/23
	24	25	26 · Planning Commission meeting · Emails from 2/19 to 2/26 sent as PDF	27	28	1/2
MARCH	3	4	5 · 3/12 Agenda Packet published · Emails from 2/19 to 3/5 included in Agenda Packet	6	7	8/9
	10	11	12 · Planning Commission meeting · Emails from 3/5 to 3/12 sent as PDF	13	14	15/16
	17 · Emails forwarded	18 · Emails forwarded	19 · 3/26 Agenda Packet published · Emails from 3/5 to 3/19 included	20 · Emails forwarded	21 · Emails forwarded	22/23

	Mon	Tue	Wed	Thu	Fri	S/S
	24 · Emails forwarded	25 · Emails forwarded	26 · Planning Commission meeting			

OPTIONS

The goal of the procedures for sharing written communication with the Planning Commission is to ensure that the commissioners are hearing from the public and interested parties so that they can consider those comments, along with any staff recommendations, in their deliberations. The process must be transparent to the public, fair to all commissioners, and comply with City regulations in LUC 20.35.400 to 20.35.440 for processing Comprehensive Plan Amendments (CPAs) and Land Use Code Amendments (LUCAs).

Other City of Bellevue boards and commissions use similar procedures to process public comment, although most citizen advisory boards and commissions do not receive the volume of communication that the Planning Commission receives in connection with CPAs and LUCAs. Most boards and commissions send written communications with the agenda packet. Some boards and commissions will share written communications that have come in since the agenda packet was published orally at the meeting, while others will package and forward the communications on the day of the meeting.

The Transportation Commission receives emails forwarded as they come in as well as in the agenda packet (the procedure the Planning Commission has been using since the 3/12 meeting). However, these other City boards and commissions are not subject to the same procedural and substantive regulations in the Land Use Code that govern the Planning Commission's consideration of CPAs and LUCAs.

Based on the Department's review of processes utilized throughout the City and considering the volume of communication that the Planning Commission receives, as well as the specific regulations that apply to the Planning Commission, here are three options to consider; with the caveat that the Planning Commission packet will always include the written communication that has come in since the previous agenda packet was published so that it can be entered into the record.

- A. Status Quo. A PDF compilation sent to Planning Commissioners on the day of the meeting, in addition to the written communications that are included with the agenda packet.
- B. Daily Emails. Emails are forwarded to Planning Commissioners as they come in, in addition to the written communications that are included with the agenda packet.
- C. Friday Email. A PDF compilation of emails sent to Planning Commissioners on the Friday between the publishing of the agenda packet and the day of the meeting and a PDF compilation of sent to Planning Commission on the day of the meeting, in addition to the written communications included with the agenda packet.

Direction is sought from the Planning Commission on the preferred procedures moving forward; either one of the options above or another procedure. The public is encouraged to communicate with the Planning Commission through the email, PlanningCommission@BellevueWA.gov, rather than through the Commissioners' individual email addresses so that their comments reach all commissioners and the

appropriate City Department at the same time, so that the comments can be easily entered into the record, and to ensure compliance with the procedural requirements contained in LUC 20.35.430.